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CHAPTER I
INTRODUCTION

A. Purpose

This handbook provides information regarding personnel policies of the SIU Carbondale Head Start program addressing specific guidelines for Head Start staff members. Its purpose is to answer questions related to employment within the unit. This Head Start manual incorporates an abridged version of SIU Carbondale policies and the federal requirements of the Office of Head Start. For complete coverage of SIU Carbondale's policies, see the respective collective bargaining agreements, handbooks, and/or the policies of the SIU Board of Trustees. Any policy delineated in a collective bargaining agreement supersedes Head Start policy for represented staff. For specific information regarding represented employees, refer to the SIU Carbondale Labor Relations website at www.laborrelations.siuc.edu/.

B. Mission

SIU Carbondale Head Start provides comprehensive school readiness and high-quality services for income-eligible families with pre-school age children.

C. Authority and Governance

Head Start staff are under the general policy authority of the SIU Board of Trustees and the Head Start Governance Board. The Board of Trustees sets University policies, while the execution of these policies is the responsibility of University officers and staff acting under their general supervision. The Governance Board, in conjunction with the program's Executive Director, Policy Council, the Head Start Director, and management team carry out the responsibilities of the Head Start program. According to Head Start Program Performance Standard 1302.90(a),”A program must establish written personnel policies and procedures that are approved by the governing body and policy council or policy committee and that are available to all staff.” Each June, the Governing Board and Policy Council review, modify, and approve the personnel policies for the upcoming school year. The revised version replaces any and all other previous versions.
CHAPTER II
APPOINTMENT POLICIES

A. Equal Opportunity/Affirmative Action

It is the policy of the SIU Carbondale Head Start program to provide equal employment and education opportunities for all qualified persons without regard to race, color, religion, sex, national origin, age, disability, sexual orientation or marital status. The University is committed to the principles of equal employment opportunity and affirmative action and will continue to conduct all personnel actions in accordance with the letter and spirit of applicable state and federal statutes and regulations, including Order 11246 as amended. Personnel actions include, but are not limited to, recruitment, hiring, position assignments, compensation, training, promotion, tenure consideration and award, retention, lay-off, termination, and benefits. For more information regarding appointment policies, employees should refer to the University’s employee handbook.

B. Positions

SIU Carbondale Head Start operates four facilities: Carbondale, Marion, Murphysboro (at McElvain School), and a center at John A. Logan College in Carterville. Each facility is normally staffed by a Center Director, Lead Teachers, Teachers, Cooks, Bus Drivers, Bus Monitors and Community Workers. The administrative staff, located in Carbondale, is composed of: a Program Director and Assistant Director; Coordinators for Family and Community Partnerships, Early Childhood Development, and Health and Nutrition Services; Specialists in Education (Coach), Health, ERSEA, and Training. Other positions housed at the administrative site are: an Office Support Specialist and an Administrative Aide. Please see Appendix A for job descriptions.

Appointments of Head Start personnel may fall within three categories: Civil Service, Faculty, and Administrative/Professional staff. Actual civil service classifications, faculty ranks, or administrative titles are listed with the functional title used by the program listed in parentheses.

1. Civil Service Appointments

   a. Status Civil Service
      i. Permanent positions at SIU Carbondale Head Start are part of the central office staff and include: Office Support Specialist and an Administrative Aide.
      ii. Contractual: These positions may be full or part-time and are the same as permanent and continuous positions with the exception that the location of work to be performed is away from the University or its immediate environment. Applicants do not compete from a civil service register, but must meet the minimum qualifications of the classification and are entitled
to the regular benefits of the University. Contractual positions in the SIU Carbondale Head Start program include the Campus Transit Operators (bus drivers), Community Workers, Childcare Assistant, Child Development Associates, and Culinary Workers (cooks and head/supervising cooks).

b. Non-status Civil Service (Extra-Help)

i. These positions are temporary or emergent in nature and are limited to a maximum of 900 hours worked in any twelve consecutive months. Once a person in such a position has accrued 900 hours, employment may not be re-established until six months have elapsed from date of termination of the position. An individual who has completed his/her 900 hours may not be rehired in another Extra-Help position for 30 calendar days. These positions may be full or part time and offer no University benefits. Individuals are hired as extra-help to serve as bus monitors, substitute teachers, substitute grill cooks, interpreters, and substitute bus drivers.

2. Faculty Appointments

Individuals in faculty appointments serve as Teachers, Lead Teachers, Center Directors, some Coordinators, and some Specialists. Faculty appointments are based on the collective bargaining agreement in effect between the Southern Illinois University Board of Trustees and the Non-Tenure Track Faculty Association, IEA/NEA. For specific information regarding faculty contracts and appointments refer to the SIU Carbondale Labor Relations website at www.laborrelations.siuc.edu/.

a. Term: Initial and Non-continuing term appointments receive appointments that specify a period of time as indicated on the Application for Appointment. Term appointments may be renewed; however, reappointment to such a position creates no right to subsequent employment or presumption of a right to subsequent employment based on the time frames stated in the collective bargaining agreement between the Southern Illinois University Board of Trustees and the Non-Tenure Track Faculty Association, IEA/NEA. Non-reappointment of a term contract is not considered "firing," which requires Policy Council approval [Head Start Act, 642(C)(1)(E)(iv)(V)(cc)].

Individuals appointed on a term basis are eligible for University benefits as determined by the percent and length of appointment and are fully described in the handbook. Term faculty appointments in the SIU Carbondale Head Start program are at the rank of Lecturer for individuals possessing a master's degree and the rank of Instructor with a bachelor's degree.
b. Continuing: Continuing faculty appointments are based on the collective bargaining agreement in effect between the Southern Illinois University Board of Trustees and the Non-Tenure Track Faculty Association, IEA/NEA.

3. Administrative and Professional Staff Appointments

Individuals in Administrative and Professional staff appointments service as the program Director and Assistant Director.

**Term:** Term appointments are for a specified period of time as indicated on the Application for Appointment. Term appointments may be renewed; however, reappointment to such a position creates no right to subsequent employment or presumption of a right to subsequent employment. Individuals appointed on a term basis are eligible for University benefits as determined by the percent and length of appointment and are fully described in the handbook.

C. Recruitment

Generally, recruitment for Head Start vacancies will be conducted through internal posting and/or by advertising in the local media. Specific procedures for faculty and A/P staff are contained in the handbook. The advertising process will be in accordance with University employment policies. The Head Start Director (hiring unit administrator) submits a position description, announcement, ad copy, and proposed recruitment procedures to the Executive Director's office for approval to advertise a position.

When a vacancy occurs, the Head Start Director generally will first identify the vacancy and identify the vacant position as a faculty, civil service, or administrative/professional position.

1. The Head Start Director and Executive Director, using University recruitment guidelines, will determine with the support of SIU Carbondale Affirmative Action Office the type of search (internal, local, regional, or national). All positions are advertised for a minimum of 7-14 days, depending on the type of position.

*Search Waivers*—Exceptions to established recruitment requirements may be granted on a case-by-case basis. A request to waive the normal recruitment procedure must be approved by the Executive Director, Vice Chancellor, and Affirmative Action. Waivers may be appropriate in emergencies such as sickness, death, or sudden resignation or where a pool of candidates cannot be developed immediately by the department. Head Start will follow the guidelines outlined in the University Affirmative Action policies regarding search waivers.

2. The SIU Head Start Director will approve the request and ad (if appropriate) and then submit the request to Executive Director for approval and forwarding to the Associate Provost for Academic Administration and Affirmative Action Office.
3. The SIU Carbondale Head Start Director appoints a screening committee to review applications.

4. Following the deadline date, the screening committee will meet to evaluate all applications.

5. The screening committee, utilizing information provided on resume and reference checks, reduces the list of applicants. A list of qualified individuals is forwarded to the Head Start Director for consideration for on-campus interviews of those applicants’ meeting ad qualifications.

6. Following the review, the Director, in consultation with the Executive Director, determines how many candidates will be interviewed for each position.

7. The names and resumes of candidates selected for on-campus interviews are forwarded to the Associate Provost for Academic Administration and Affirmative Action Office for approval to proceed with on-campus interview.

8. After approval is granted to interview, the SIU Carbondale Head Start Director arranges for the candidate screening committee and other appropriate staff to interview.

9. Following the interview, the Head Start Director makes a determination and forwards recommendations to the Executive Director for review, consideration, and approval. The Head Start Director submits a list of individuals that appear to be strong candidates for the position to the Human Resources Office. Background investigations will be conducted on the applicants.

10. The names of applicants acceptable to the Executive Director are forwarded to the Associate Provost for Academic Administration and the Affirmative Action Office for approval.

D. Selection

1. Faculty and Administrative/Professional Staff Positions

A screening committee for potential employees at SIU Carbondale Head Start will be comprised of staff appointed by the Head Start Director. The screening committee will review the interested applicant’s resume and references. The committee will screen all applications to ensure minimum published education and established qualifications are met. After review, selection by the screening committee, and approval from Affirmative Action, the interviewing process begins.
2. The screening committee and others designated by the Head Start Director will conduct the interviews. Following the interviews, the chair of the screening committee will submit comments on each candidate hiring recommendations to the Head Start Director. The Director will submit a recommendation for hiring to the Executive Director for approval. Upon approval by the Executive Director and the appropriate University office, the Head Start Director makes a recommendation for hiring to the Policy Council.

After the screening committee has received its charge from the hiring administrator, it proceeds as follows:

a. The chairperson establishes time frame and meeting schedule.
b. Determines ground rules for committee procedures.
   i. Are applications to be reviewed by all members or divided evenly among members to determine whether minimum qualifications are met?
   ii. When reference contacts have been requested in the position announcement, yet not provided, should the committee call for them?
   iii. If name of references (to be contacted later) have been requested in the position

c. The Office Support Specialist should send a personnel data card to each applicant. The return of this card is not required but will be useful in identifying females and minorities.

Review of candidates’ dossier may be done expeditiously in whatever manner the committee decides, depending on the number of candidates, the time available, and the number of committee members.

Regardless of the procedure chosen, it is important that all committee members agree upon and use the same screening criteria for all candidates. Documentation of the screening criteria is essential and must be maintained on file for a minimum of two years.

d. As soon as possible after the deadline for application, each member of the search committee should consider qualifications of all candidates and evaluate them in terms of requirements for the position. Every committee member should read and rate the dossiers of those candidates meeting the minimum requirement of the position. Any techniques or procedures used (i.e., discussions with references or evaluations of written materials) to select candidates must be applied uniformly to all candidates and documented.

e. The committee chairperson will work with the appropriate administrative officer to identify the qualified applicants. It is suggested that at least three qualified applicants should be interviewed for each full-time position. A minimum of the
top three candidates should be identified. The request to interview form and accompanying cover letter should indicate the name of the candidates and the number of interviews to be conducted.

f. When a position is underutilized in protected-group representation, qualified applicants identified as members of a protected group normally should be considered for interview. In underutilized situations when considering qualified candidates, the hiring official may consider the race or sex of the applicant, as appropriate to the underutilization goal as a positive factor in the selection decision.

In cases where an underutilization goal exists and few or no applicants have been received from females and minorities, the search committee may be required to reopen the search. If underutilization exists in the position and females and/or minorities are not in the group selected for interview, the Head Start Director’s statement presents the reasons to the appropriate Vice Chancellor for recommending interviews of the selected applicants, at the time the request for interview (Hiring Audit Form Part I) is submitted.

g. The Associate Provost and the Affirmative Action Office will review and approve both the search procedure and, at their discretion, the resumes of qualified applicants prior to scheduling interviews. Information concerning race, national origin and sex of applicants who responded to the personnel data cards will be provided by the Affirmative Action Office to the Associate Provost within two work days of the deadline date and as cards are received afterwards.

h. The screening committee should:

   i. Screen applications to select those for consideration. A checklist prepared from the job description to determine whether applicants meet the minimum qualifications in the initial screening, will facilitate this process and might include:
      • Application received by cutoff date?
      • Application complete?
      • Required degree, qualifications, license, research, experience, etc.?
      • All minimum qualifications met?
      • Related/substitute degree, qualifications, etc., appropriate to the above?

   ii. Document reasons for all candidates screened out at this point, using the Hiring Audit Form codes for non-selection.
iii. Committee screening (second screen) of remaining applicants.
   • Candidates may be telephoned to clarify questions regarding their resumes to determine whether or not to interview them, or to request references.
   • Committee members may wish to do a preliminary reference check on all remaining applicants at this point.
   • Committee selects a designated number of finalists for interview and forwards their recommendations to the Head Start Director.
   • Complete Section I of the Hiring Audit Form.
   • Associate Provost and University Affirmative Action Office approval must be secured through appropriate channels before inviting candidates for interview.

3. Civil Service Appointments

Recruitment procedures will include the hiring procedures, established by Human Resources and outlined in the handbook, for all civil service hiring within the Head Start program. The Head Start Director will submit job advertisements (if applicable) to the executive Director's office for approval, which will be submitted to Human Resources for advertisement. Following examinations for vacant positions an employment counselor from Human Resources notifies all candidates eligible for the vacancy. The Office Support Specialist schedules interviews for the hiring committee. The screening/search committee will follow the same procedures as for faculty/administrative positions, which includes submitting the recommendation for hiring to the policy council.

4. Administrative Positions (Head Start Director and Assistant Director)

The Executive Director of the SIU Carbondale Head Start program will follow the recruitment, selection, (including Affirmative Action) and hiring procedures as established by SIU Carbondale policies and guidelines. A search/screening committee appointed by the Executive Director will direct and monitor the search process for interviews. The Executive Director will determine how many candidates will be approved for an on-campus interview. The selected candidate will be presented to the Head Start Policy Council and Governance Board for approval. A candidate for the Head Start Director position must be approved by the Region V Office of Head Start.

Applicants for SIU Carbondale Head Start positions are required to undergo pre-employment background investigations, in accordance with the Illinois Campus Security Act.

E. Procedures for Securing Policy Council Approval

1. Head Start staff is responsible for advertising positions, initial screening of applicants, and scheduling and conducting interviews.
2. Parent representatives of the center where the vacancy occurs and chairperson of the Personnel Committee will be notified of the interview schedule and encouraged to attend.

3. Following the interviews and selection, the Head Start Director will meet with the chairperson of the Personnel Committee or the total Personnel Committee and will receive recommendations. During the meeting, the Director will seek authorization to hire applicants pending approval of full Policy Council.

4. The following information will be provided at that time:
   - A listing of all qualifying applicants
   - Files of all interviewed candidates.
   - Statement regarding a reason for selection of recommended candidates.

5. The chairperson of the Personnel Committee will be responsible for presenting the recommendations at the next Policy Council meeting. If the Policy Council does not approve the recommendation, the information would be provided to the Executive Director for consideration and resolution.
CHAPTER III
WORK RULES AND CONDITIONS OF EMPLOYMENT

A. General Requirements for Personnel

Staff shall be able to demonstrate the skill and competence necessary to contribute to each child’s physical, intellectual, personal, emotional, and social development. Factors contributing to the attainment of this standard include:

1. Emotional maturity when working with children;
2. Cooperation with the purposes and services of the program;
3. Respect for children and adults;
4. Flexibility, understanding, and patience;
5. Physical and mental health that do not affect ability to perform essential child care responsibilities;
6. Good personal hygiene;
7. Frequent interaction with children;
8. Listening skills, availability and responsiveness to children;
9. Sensitivity to children’s socioeconomic, cultural, ethnic and religious backgrounds, and individual needs and capabilities;
10. Use of positive discipline and guidance techniques; and
11. Ability to provide an environment in which children can feel comfortable, relaxed, happy, and involved in play, recreation, and other activities.

B. Probationary Period

The probationary period is part of the evaluation process and is used to determine whether an employee demonstrates the ability and qualifications necessary for satisfactory performance.

Civil Service Employment: Most employees in a status appointment serve a six-month probationary period. An employee who has unsatisfactory work performance during probation will be subject to dismissal based on procedures set forth by SIU Carbondale Labor Relations.

C. Performance Evaluation

1. Civil Service Employees

Formal evaluations will be conducted twice during the six-month probationary period and thereafter, annually on the anniversary date of appointment to the position. A negative evaluation will be followed up by completing the Administrative/Professional and Civil Service Employee Performance Improvement Plan; generally, the supervisor,
center director or program Director conducts evaluations.

2. Faculty

The immediate supervisor will evaluate faculty appointees annually, no later than April 30, of each calendar year. Evaluations for faculty will be conducted based on the collective bargaining agreement between the Southern Illinois University Board of Trustees and Non-Tenure Track Faculty Association, IEA/NEA (as amended from time to time). For specific information regarding faculty evaluations refer to the SIU Carbondale Labor Relations website at www.laborrelations.siuc.edu/.

3. Administrative Professional Staff

The job performance of administrative/professional staff members shall be evaluated through a process which seeks to make clear the employee's duties and responsibilities as stated in the position description; to give the employee an understanding of the supervisor's job performance expectations in light of those duties and responsibilities; to provide for regular communication between employee and supervisor about the employee's performance of those duties and responsibilities; and to enable the employee to improve job performance and to develop professionally.

Performance evaluations are normally based on the calendar year effort, with the evaluation process being conducted between January 1 and March 31 of the following year. During the first month of the evaluation cycle (normally in January), or within the first three months of employment, the supervisor should meet with the employee to review the position description, to communicate his/her job performance expectations, and to establish the optional performance factors which will be rated at the end of the evaluation cycle. The supervisor, in scheduling the conference to discuss the annual evaluation, should provide the employee with sufficient notice to prepare for the conference.

The supervisor(s) who directly supervised the employee during the evaluation period should conduct the conference. The evaluation may contain input from others, including the supervisor's supervisor, and may also contain self-evaluation from the employee. Following the conference, the completed evaluation will be made part of the employee's permanent personnel file at Human Resources.

Since performance evaluations are based on duties and responsibilities contained in the position description, the supervisor and employee should periodically review the accuracy of position descriptions, updating them as needed.

The supervisory personnel will review each formal evaluation in the Head Start central office personnel files. The supervisor provides an assessment of the subordinate’s
performance and makes recommendations to the Director. The Director has final approval of staff evaluations.

D. Health Requirements

Head Start employees are required by the Illinois Department of Children and Family Services (DCFS) to have a physical exam, including an initial TB test, proof of two doses of MMR, and one administration of Tdap within thirty days of hire. These immunizations, or proof of immunity from the diseases, are required to be employed in a licensed childcare facility. There is no exemption due to religious, personal, or philosophical beliefs. Employees who do not submit proof of the required physical exam and immunization by the established deadline may be dismissed from their position.

The physical exam must be repeated every two years. For those employees who do not have health insurance, or for whom insurance does not cover the cost of the physical exam or partially covers the cost of the physical exam, Head Start will reimburse the employee reasonable expenses when the employee adheres to the reimbursement procedures. Some Head Start employees are subject to the policies and procedures of the Fluid and Bloodborne Pathogen Exposure Control Plan http://cehs.siu.edu/_common/documents/bbp.pdf. Upon hire, individuals are required to receive training related to blood borne pathogens and may opt to receive Hepatitis B vaccinations at the expense of the Head Start program. Individuals not choosing to receive the vaccination must sign a refusal statement. Annual refresher training is also required for individuals subject to this policy.

E. Criminal Background Check

Prior to employment with Head Start, all candidates must complete, sign, and submit an “Authorization for Release of Information.” This form is by the University to conduct a criminal background investigation. No offer of employment may be extended until this background investigation is complete and Human Resources has approved the candidate’s qualifications under this policy. [The following was approved on August 25, 1995, with amendments on June 27, 1996, May 14, 1998 and January 4, 2006 in accordance with provisions set forth in SIU Board of Trustees 2 Policies F.] All Head Start employees must also undergo background investigations conducted by the Department of Children and Family Services. No one with a criminal history of child or sexual abuse and/or neglect will be employed or, when appropriate, be allowed to continue employment. Any employee with such a criminal history and/or record will be terminated.
F. Dress Code

The dress code for SIU Carbondale Head Start considers the employee’s job description and the specific task scheduled for the day. It should be the goal of each employee to present a professional appearance that represents SIU Carbondale Head Start and the University. Appropriate dress is also important in promoting a safe and comfortable workplace. As such, the following guidelines should be considered by SIU Carbondale Head Start employees:

1. Employees should maintain a clean, neat appearance, wearing clothing that is free of rips, tatters, and holes. When choosing clothing for work, if there is any doubt regarding appropriateness, assume that it is not.

2. Clothing, such as shorts, skirts, dresses, or tops that reveal too much skin or can cause embarrassment when bending, leaning, or sitting cross-legged on the floor are considered inappropriate for staff when working with children.

3. Safety for staff and children is of the utmost importance. Employees must wear shoes that are appropriate to their job assignment and are not considered a liability in the performance of their duties. Wearing flip flops while working with children is prohibited. Again, safety for staff and children is a priority. Jewelry (including facial jewelry) must be such that the length, shape, and texture would not cause safety concerns for employees, volunteers, or children in the day-to-day operation of work duties.

G. Confidentiality

Employees will exercise the utmost discretion in regard to all matters of official business and records. Any information, which has been received by an employee on a confidential basis, must be maintained in confidence. This includes, but is not limited to, all information contained in Head Start files, including children’s families, and other staff members. Failure to comply, see Disciplinary Action, section H.

H. Work Schedules

The Head Start administrative office hours are 8:00 AM to 4:30 PM, Monday through Friday. Centers are open from 7:30 AM to 4:00 PM. Selected child development staff may work from 9:00 AM until 5:30 PM to provide wrap around care. Work hours are established to meet the needs of the Head Start program and are discussed with candidates prior to extending an offer of employment. Head Start employees are required to report to work when the University is officially open. The only exception to this requirement is if a center is closed due to inclement weather, employees at that center are not required to report. More details are provided under Emergency Closures. If the employee finds it necessary to be absent during a scheduled work period, the appropriate absence request is to be completed and submitted to the immediate supervisor (See Leave of Absences).
1. **Full-time:** The normal work week for full-time employees is 37.5 hours, which is 7.5 hours each day Monday through Friday with a one-hour lunch period.

2. **Part-time:** Daily and weekly work schedules for part-time employees are created to meet the programmatic needs of the Head Start program.

**Work Schedule Variations:**

a. **Bus Drivers (50% Time)**

Drivers with an 50% Full Time Equivalent (FTE) work 3.75 hours per day, Monday through Friday. Typically, the 3.75 hours a day will consist of a morning route beginning at 6:30 am and concluding at @8:15 am and an afternoon route beginning at 3:30 pm and concluding at approximately 5:15 pm. This scheduled time will be utilized to complete the established bus routes, conducting bus walk-around inspections, completing required paperwork and reports, sharing information with the Center Director as needed, daily cleaning of inside of vehicle, and when necessary transporting bus monitors. Additional hours may include field trips, transporting children for services, i.e., speech/language. The negotiated work schedule, which is influenced by the specific nature and needs of the program, will influence when a bus driver is entitled to overtime pay. Hours over the 18.75 hours per week are to be negotiated and approved by the appropriate Center Director and Program Director. Employees will be compensated for hours reported on the time sheet, which has been verified and approved by the Center Director.

b. **Bus Drivers (80% Time)**

Drivers with an 80% Full Time Equivalent (FTE) work 6 hours per day, Monday through Friday. Typically, the 6 hours a day will consist of the following: 2 hours for the am route, 2 hours for the noon routes, and 2 hours for the pm route. This scheduled time will be utilized to complete the established bus routes, conducting bus walk-around inspections, completing required paperwork and reports, sharing information with the Center Director as needed, daily cleaning of inside of vehicle, and when necessary transporting bus monitors. Additional hours may include field trips, transporting children for services, i.e., speech/language. The negotiated work schedule, which is influenced by the specific nature and needs of the program, will influence when a bus driver is entitled to overtime pay. Hours over the 30 hours per week are to be negotiated and approved by the appropriate Center Director and Program Director. Employees will be compensated for hours reported on the time sheet, which has been verified and approved by the Center Director.
c. Bus Drivers (100% Time)

Drivers with a 100% Full Time Equivalent (FTE) work 7.5 hours per day, Monday through Friday. 100% FTE drivers complete three routes per day and transport children to speech services and field trips in-between routes. Hours will vary dependent on the extra route assigned (am or pm) and the assigned center. During paid time in which drivers are not transporting children, they are responsible for conducting bus walk-around inspections, completing required paperwork and reports, sharing information with the Center Director as needed, daily cleaning of inside of vehicle, and when necessary transporting bus monitors. Employees will be compensated for hours reported on the time sheet, which has been verified and approved by the Center Director. Hours worked over 37.5 in a week are considered to be overtime. All overtime must have prior authorization from the Head Start Director.

d. Cooks

Each center has cooks employed on a full time (100%) and part time (80%) basis. Full time (100%) staff works 7.5 hours per day Monday through Friday and 37.5 hours per week. Cooks employed 80% work a total of 30 hours per week. The Center Director, in consultation with the Head Start Director, establishes the daily working hours. Flexibility in establishing work schedules is necessary in order to meet the Head Start center’s particular needs. Normally, work schedules will be determined at the beginning of the program year, however, changes may occur.

e. Community Workers

 Normally, Community Workers are scheduled to work between the hours of 8:00 am and 4:30 pm, Monday through Friday. In order to meet program operations, flex time may be used subject to prior written authorization from the Director. The FCP Coordinator works in conjunction with Center Directors to establish work schedules with each Community Worker and may approve flex time for the following activities:

i. Bus monitor duties
ii. Bus radio duties
iii. Parent meetings
iv. Parent activities
v. Home visits with families
vi. Transporting children/families for medical /dental appointments
vii. Approved out-of-area travel
f. Substitute Teachers

Substitute teachers are utilized during teaching staff absences to ensure the program complies with child/staff ratios. Teaching staff who are going to be absent are to contact their Center Director and co-teacher. Center Directors are to contact substitute teachers from an available substitute teacher list.

Substitute teacher selection will be based on the duration of the approved absences, and at a minimum will meet DCFS Daycare Licensing early childhood assistant qualifications.

g. Teaching Staff

Normally, teachers are scheduled to work 7:30 AM-4 PM., Monday-Friday. However, in order to meet program goals, teaching staff will occasionally be required to perform duties outside the normal work schedule. Among the job responsibilities that will be performed outside of the regular work schedule are home visits, parent-teacher conferences, staff training, parent activity days, parent meetings, bus monitor duties, etc. These activities are considered to be among the teaching staff formal responsibilities and duties.

3. Flexible Scheduling: Flexible scheduling is used to permit non-exempt employees and their supervisors to establish work schedules that recognize individual needs. The Head Start Director must authorize in advance any changes to established work schedules. Employees requesting a change must do so through their supervisor in writing, providing full justification. Hours may not be carried over from pay period to pay period.

4. Late arrival or absence from work: Employees unable to report to work on time or unable to report for a full day must inform their supervisor immediately via telephone in a time frame previously stipulated by the immediate supervisor.

I. Disciplinary Action

1. Procedures

Employees represented by the SIU Carbondale Non-Tenure Track Faculty Association, IEA-NEA refer to SIU Carbondale Labor Relations website at [www.laborrelations.siuc.edu/](http://www.laborrelations.siuc.edu/).

The standards of SIU Carbondale Head Start employee conduct normally required in any place of employment (no fighting, use of obscenities, use of alcoholic beverages, controlled substances, theft or misuse of agency equipment) will be the standard of
employee conduct.

Where appropriate, a four-stage process of disciplinary action will be carried out for Head Start employees: 1) Initial Warning; 2) Notice of Continual Concern; 3) Disciplinary Suspension; and 4) Involuntary Termination.

a. **Initial Warning.** When a violation of SIU Carbondale and/or Head Start policies, procedures, or performance standards occurs, an initial notification outlining the disciplinary action will be documented on the appropriate Head Start form. An individual conference should be convened to fully explain and discuss the nature of the violation. A copy of the completed disciplinary action form will be given to the employee. It is the responsibility of the supervisor to review an employee's progress and prepare a written report of the status of the individual at the end of the designated time period given to correct the violation.

b. **Notice of Continual Concern.** The supervisor or program Director shall forward to the employee a description and documentation of the behavior or poor performance that is considered to be in violation of SIU Carbondale and/or Head Start policies or procedures or an indication of unfitness, inability, or lack of desire to continue in the program's employment. A detailed set of corrective instructions is to be included. This documentation should be completed on the Administrative/Professional and Civil Service Employee Performance Improvement Plan. The notice should inform the employee that in the event he/she is unable to correct the stated deficiencies within the designated time frame, the disciplinary process would be continued in accordance with SIU Carbondale policies. If a Disciplinary Action Incident Report for Civil Service Employees is completed, the original completed form must be submitted to Labor and Employee Relations.

c. **Disciplinary Suspension.** If suspension without pay or discharge for cause is contemplated, the Head Start Director should contact the Director of Labor and Employee Relations to discuss the matter. Only Human Resources has the authority to suspend a civil service employee without pay.

d. **Involuntary Termination.** All termination procedures of Head Start staff will be in accordance with applicable SIU Carbondale personnel policies and/or the applicable Collective Bargaining Agreement. After SIU Carbondale policy and procedural requirements are met, termination of Head Start staff will be ordered by the Executive Director upon recommendation by the Head Start Director and approval by the Policy Council. The Head Start Director will carry out the involuntary termination. When possible, an exit conference between the executive Director, Head Start Director, supervisor and the employee will occur prior to the termination.
2. Standards of Conduct

SIU Carbondale staff, consultants and volunteers are required to abide by the program’s standards of conduct [Policy Council approved the following on December 4, 2000]. These standards specify that all staff members will:

a. respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;
b. follow program confidentiality policies concerning information about children, families, and other staff members;
c. leave no child left alone or unsupervised while under their care;
d. use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

3. Specific Violations/Infractions of Standards of Conduct

The following violations will result in immediate relief of duties with pay until further instruction from the SIU Carbondale Human Resources Department is received:

a. Corporal punishment of Head Start children (spanking, hitting, etc.) and/or verbal abuse (yelling, screaming, cursing), and emotional abuse or humiliation.
b. Physical contact with intent to do harm or injury to another individual (Head Start staff, parents, etc.)
c. Possession of a firearm, fireworks, explosives on SIU Carbondale and/or Head Start property.

4. Disciplinary action for drug/alcohol violations and sexual harassment will follow SIU Carbondale Employee Policies. [http://policies.siu.edu/personnel-policies/]

5. Disciplinary action will be taken for, but is not limited to, the following causes:

a. Leaving children unattended.
b. Finding of unauthorized use or reckless driving of a Head Start vehicle.
c. Excessive tardiness, absenteeism, or early departure from the work site.
d. Abuse of Head Start telephone or unauthorized use of credit cards.
e. Failure to maintain Head Start personnel policies and/or other guidelines.
f. Failure to notify designated Head Start staff members of absence before deadline.
g. Insubordination (refusal to perform service connected with an employee's immediate supervisor or refusal to obey any reasonable order given by an employee's supervisor or by management).
h. Failure to complete assigned tasks and paperwork in a timely manner.
i. Failure to attend training sessions and meet the required number of training hours.
j. Failure to report suspected child abuse to the IL Child Abuse Hotline.
k. Failure to maintain confidentiality of Head Start information.
l. Incurring financial obligations to SIU Carbondale Head Start without proper authorization.
m. Falsifying or omitting information collected and/or recorded on forms, records or applications.
n. Misusing information from records or applications
o. Misrepresentation of job position, responsibilities and other important Head Start functions, i.e. entering into contracts, agreements, and binding decisions.
p. Dishonesty or removal of another employee's and/or parent's and/or child’s property without permission.
q. Willful destruction of agency property or another employee's and/or client's and/or child’s property.
r. Negligence-The commission of negligent or careless acts during working time or on SIU Carbondale Head Start property that result in personal injury or property damage or that causes expense to be incurred by the program.
s. Engaging in confrontations of a personal nature during working hours with Head Start families or family representatives.
t. Misuse of program vehicles, failure to report accidents & incidents.
u. Excessive and/or unauthorized use of personal use of electronic devices.
v. Releases children to persons not authorized to accept them.
w. Intentional deception to enroll ineligible families.

J. Grievance Procedure

1. Head Start employees are subject to SIU Carbondale’s formal grievance procedures as described in the handbook or grievance procedures outlined in an applicable Collective Bargaining Agreement. All Head Start staff is encouraged to resolve grievances through an informal conference prior to issuing formal grievance complaints. All efforts shall be made to resolve the grievance within the outlined time frame of the informal grievance process as described below.

2. Informal Grievance Procedure:

   **Step One.** A discussion will occur within two working days of the action or inaction being questioned. This discussion will take place between the grieving staff member and the supervisor in an effort to resolve the situation to the satisfaction of all parties. If the discussion is unsuccessful in resolving the matter, the employee may proceed with the next step.

   **Step Two.** A written notice of the grievance will be presented to the immediate supervisor within two working days of failure to resolve the situation through informal discussion as described in step one. Continued attempts will be made to resolve the
matter within two working days, prior to engaging in the next step.

**Step Three.** If the matter is not satisfactorily resolved, the employee may submit the grievance in writing to the Head Start Director. This must be done within two working days after the receipt of the decision in step two. The Head Start Director is to review the facts and render a decision and reasons for the decision in writing to the employee within three working days after receipt of the grievance.

**Step Four.** If the matter is not satisfactorily resolved the employee may submit the grievance in writing to the Head Start program's executive Director. This must be done within two working days after the receipt of the decision in step three. The Executive Director is to review the facts and render a decision in writing to the employee within five working days after the receipt of the grievance.

**Step Five.** If the matter is not resolved, the employee may submit the grievance in writing to the Head Start Policy Council for review. This request to review the grievance and make recommendation to the Head Start Director and Executive Director must be made within two working days of receipt of the decision in step four.

**Step Six.** The Head Start Policy Council has five working days to conduct all necessary investigations and meetings and render its recommendation in writing to the Head Start Director and the employee.

**Step Seven.** If the grievance still exists, it may be submitted in writing to the appropriate authorities in accordance with SIU Carbondale Grievance Procedures for Civil Service, Faculty and Administrative/Professional Staff or the applicable Collective Bargaining Agreement. This includes compliance with the specified time frames and procedures as outlined in the handbook.

Information about the formal grievance procedure can be found at: [http://policies.siu.edu/personnel-policies/chapter4/ch4-cs/grievacs.php](http://policies.siu.edu/personnel-policies/chapter4/ch4-cs/grievacs.php)

**K. Conflict of Interest**

The "Policy on Conflict of Interest: Non-University Activities and Financial Interests" is designed to implement an Illinois law requiring University faculty and, by extension, all employees to obtain written approval before engaging in remunerated research or consulting services for persons or organizations. The provisions of this policy are further designed to describe the type of non-University relationships that generally carry a potential for abuse, to prevent conflicts between the University interests and an employee's private interest, and to avoid non-University commitments that are likely to interfere with the performance of the individual's responsibilities to the University.
Excerpts from the policy that are of distinct significance to the SIU Carbondale Head Start program are included below. The complete University policy and coinciding activity approval and financial disclosure forms are included in Appendix A.

A conflict that is prohibited by this policy may occur as a result of either a conflict of interest or a conflict of commitment. A "conflict of interest" generally encompasses any situation wherein an individual employee influences University business, research, teaching or other decisions in ways that lead or could lead to any form of personal financial gain for the individuals or his/her family, or that gives or appears to give improper advantage to others to the detriment of the University. A "conflict of commitment" encompasses any situation wherein non-University activities undertaken by the individual employee are sufficiently demanding of the individual's time and attention as to interfere with assigned duties or with his/her responsibilities to students or the University. Relationships and circumstances that may constitute a conflict that is prohibited, include but are not necessarily limited to the following situations:

1. When an employee directly or indirectly solicits or receives for personal benefit or the benefit of a family member any gift, gratuity, favor, loan or other thing of personal value from any external source as a condition, either expressed or implied, for influencing University business, research, teaching, or other decisions. This provision shall not be construed as limiting the solicitation or receipt of honoraria or other similar payments recognized as appropriate or customary in the University setting in connection with the performance of job-related activities, provided, however, that such honoraria or other payments are disclosed to the University and approved in advance in accordance with procedures hereinafter set forth.

   a. Job-related activities are defined as:
      ▪ Activities that are expressly delineated in the individual's job description, or
      ▪ Activities clearly implied by the job description, including activities that fall within the general scope of the individual's job description and are consistent with the goals and mission of the University.

   b. Examples of job-related activities for which honoraria or other similar payments may be accepted include authored manuscripts, workshops, seminars, editorships, editorial board service, and invited lectureships for which University employees customarily receive honoraria or other similar payments.

2. When an employee (or firm, partnership, association or corporation, of which he/she is the owner or principal owner or major officer or primary employee) holds any financial interest in any contract for the purchase of goods or services by the University, unless such purchase is deemed essential to University operations and is approved by the chancellor (or designee), in accordance with the "Joint Purchasing Rules Governing Procurement and Bidding at State Systems University in Illinois"; or when a member of the immediate family of an employee, or a firm, partnership, association, or corporation
of which he/she is the owner or principal owner or major officer or primary employee contracts for the purchase of foods or services with the University, unless such purchase is deemed beneficial to University operations and is approved by the chancellor (or designee) and such approval is filed with the purchase order or contract, in accordance with the "Joint Purchasing Rules Governing Procurement with Bidding at State Systems Universities in Illinois."

For the entire conflict of interest policy, see the University’s Personnel Policies http://policies.siu.edu/personnel-policies/chapter4/ch4-all/confint.php

L. Nepotism

The Head Start program is governed by the following policy established by Southern Illinois University Carbondale for all employment situations involving persons related by blood or marriage* when both are employed at SIU Carbondale.

Although opportunities for initial employment, leaves, promotion, tenure and other fringe benefits may not be limited because of marital relationship or immediate family relationship, the University does set reasonable restrictions on any individual's capacity to function as judge or advocate in specific situations involving members of her or his immediate family.

1. Prospective employees who are married to one another, or are immediate family members, will each be considered for any employment opportunity for which they are qualified, completely independent of the fact that they are related. This is taken to mean that no one may be either denied or offered employment because of marriage or relation by blood to any employee or prospective employee.

2. If two employees in a single department are husband and wife or immediate family members, they shall be considered independently for all employee benefits such as, but not limited to, leaves, sabbaticals, promotions, salary increases, retention, or tenure; and neither shall vote, recommend, or have any other part in decision-making regarding the other's initial employment, leaves, sabbaticals, promotions, salary increases, retention, or tenure. Such decisions shall reside at the next higher administrative level.

3. No employee shall initiate or participate in institutional decisions involving a direct benefit (initial employment, leave of absence, tenure, promotion, sabbatical, retention, salary, etc.) to any person related to her or him by marriage or blood.

4. Each vice chancellor area shall insure compliance with this statement of nepotism in her/his case.

*The term "related by blood or marriage" refers to the immediate family which is defined as inclusive of the following: mother, father, grandmother, grandfather, son, daughter,
grandson, granddaughter, aunt, uncle, brother, sister, niece, nephew, or any relative by marriage comparable to the above-listed relationships.

M. Political Activities

The Head Start Act (42 U.S.C. §9852) states that any agency, which assumes the responsibility for coordinating Head Start programs, shall be deemed to be a state or local agency under the Hatch Act. (5 U.S.C. §1501 et. seq.).

However, the Hatch Act indicates that individuals who are employed by educational or research institutions are not covered by the Hatch Act. Nonetheless, the Head Start Act does prevent the use of program funds, provision of services, or employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with:

- Any partisan or nonpartisan political activity,
- Any activity to provide voters or prospective voters with transportation to polls or similar assistance, or
- Any voter registration activity.

The University’s Head Start program must abide by these rules.

N. Public Appearances

Any Head Start employee asked by an outside agency/organization to appear as a guest speaker or invited program participant representing the agency will obtain prior clearance from the Head Start Director or Executive Director if appropriate.

O. Driver’s License

Any Head Start employee who drives a University vehicle must have a valid driver’s license in their possession.

P. State Officials and Employees Ethics Act

As a University employee and therefore a State employee, you are expected to work on behalf of the state in a manner that always complies with laws, rules, regulations and policies. By doing so and by always acting with honesty and integrity you are allowing established values to guide your actions and decisions. That is what it means to follow the principles of ethics. As a State employee, your actions are also essential to maintaining the public’s trust in state government.

Therefore, in addition to acting with honesty and integrity, you must always use state provided resources in the most productive and efficient way possible and only in support of the work of
state government. You must avoid placing your personal or financial interests in conflict with those of the state. Furthermore, it is your duty to report any violation of laws, rules, regulations and policies that you become aware of as a State worker. Among the laws and rules that apply to you is the State Officials and Employees Ethics Act (5 ILCS 430), which became law in December 2003. The Ethics Act applies to full-time, part-time, temporary and seasonal employees, as well as to appointees to state boards and commissions and state officials. It also applies to contract workers. This law contains rules to guide the conduct of State employees that apply to you as a State public university employee. For example, as a State employee, you are restricted from accepting certain gifts from certain specific “prohibited” sources.

All employees of SIU Carbondale are required to abide by the State Ethics Act. The text of the entire Ethics Act is available at www.inspectorgeneral.illinois.gov. If you have questions concerning ethics-related matters, your University has an Ethics Officer who can provide answers to you and who, by law, is there to provide guidance to you in the interpretation and implementation of the Ethics Act. For information, employees should go to http://laborrelations.siu.edu/ethics-links/.

Q. Re-assignments

Re-assignments are defined as the movement of an employee from one position to another in the same classification (job title) within the department (program). Staff requesting a reassignment must submit a request in writing to the Head Start Director. SIU Carbondale reassignment procedures will be followed for staff with civil service classifications. The employee is provided with a written response within a reasonable period of time explaining the position the agency has taken on the request. The Head Start Director reserves the right to approve or disapprove reassignments.
A. Compensation

Compensation for work performed will be determined by University guidelines for other similar positions within the University system.

1. Salary Payments

   a. Civil Service

      Civil Service employees are paid on either an hourly or semi-monthly basis. Hourly civil service employees are compensated for all hours worked and paid every other Friday for a two-week period. Semi-monthly employees are paid on the first and sixteenth of the month.

      Overtime Compensation: Non-exempt employees are required to maintain a salary time record and must receive overtime compensation for all hours in pay status in excess of 7.5 hours per day or 37.5 hours per workweek, unless otherwise defined in an applicable negotiated contract. The normal University workweek begins at 12:00 AM Sunday and ends at 11:59 PM the following Saturday. Work performed in excess of 7.5 hours per day in accordance with a pre-approved flextime schedule is not considered overtime.

      There are two ways to compensate non-exempt civil service for overtime: compensatory time off or cash payment at 1.5 times the regular hourly rate. Overtime must be recommended by the immediate supervisor and approved by the Head Start Director prior to performing the work. Arrangement for the overtime payments or compensatory time off should be discussed and approved by the Head Start Director in advance of the work. In accordance with University policy accrual of compensatory time is not permitted. Therefore, compensatory time must normally be taken no later than the pay period following the one in which it was earned.

   b. Faculty and Administrative/Professional

      Faculty and administrative/professional employees are paid monthly on the first day of each month for the preceding month’s work.
2. Time Sheets

Civil service bi-weekly pay employees, such as bus drivers, monitors, cooks, community workers, must submit time sheets by designated due dates to Center Directors. Teachers shall also submit time sheets to Center Directors.

Administrative and central office staff and Center Directors will submit time sheets directly to their supervisor.

Failure to submit time sheets may result in a delay of pay for that pay period. Bi-weekly time sheets must be submitted by 4 pm the Monday immediately proceeding the end of the pay period. If this falls on a holiday, the timesheets are due by 4 pm on the next business day with the exception of the December extended holiday. Those time sheets are due before leaving for the holiday. Monthly timesheets are due by the Friday following the end of the calendar month.

B. Benefits

For eligible employees, the University provides a package, which includes some benefits fully paid by the employee, some fully paid by the employer and some partially paid by both. These benefits include those administered by the State University Retirement System and the Illinois Department of Central Management Services and SIU Carbondale Human Resources. For more information on benefit choices, eligibility and cost refer to the handbook or contact the office of Human Resources at SIU Carbondale.

1. State University Retirement System

All eligible employees (i.e., those with appointments for four months or more) are required to become participants in the State University Retirement System (SURS) and do not pay social security. Individuals with extra-help civil service or restricted term appointments are not eligible for SURS and must instead pay Medicare and social security.

2. Health (Dental and Vision) and Life Insurance Benefits

Fringe benefits are available to permanent or contractual civil service, faculty, and administrative/professional staff hired at 50% time or more. Benefits are available for full-time employees, who must pay the premium including any optional coverage such as dependent health coverage and optional life insurance.

3. Other Benefits

Employees may be eligible for a variety of state and University-sponsored benefits
including tuition and fee waivers, flexible spending accounts, tax-deferred annuities, deferred compensation plans, and additional University sponsored life insurance.  
https://policies.siu.edu/personnel-policies/chapter8/tuitwaiv.php

Please contact the University Human Resources office for more information. Or visit their web site at https://hr.siu.edu/benefits/

C. Leave Policies

1. Personal Days per NTT Faculty Contract

   a. Part-year, Non Tenure Track Faculty, per the bargaining agreement, have been granted two personal days per school year. In order to maintain staff ratio and be compliant in accordance with Department of Children and Family Services and Department of Health and Human Services, these days will be approved in the following manner:

      i. Must be submitted to the Center Director in writing two weeks in advance (unless it is an emergency).

      ii. Approvals are based on a first come, first serve basis.

      iii. In the Carbondale and Marion Centers, no more than two NTT staff members per day can be granted a personal day on the same day, due to the availability of substitutes.

      iv. In the Murphysboro and John A. Logan Center, no more than one NTT staff member per day can be granted a personal day on the same day, due to the availability of substitutes.

      v. Days not eligible for personal days are as follows: Home visits, parent teacher conferences, training days, special family involvement days, federal review week, and a DCFS relicensing visit, and the day after returning from a holiday. Exceptions may be granted for documented emergencies and must be approved by the Head Start Director.

      vi. The Assistant Director will be responsible for tracking personal days.

      vii. Personal days must be approved by Center Director and Head Start Director (for all center staff).

      viii. During the months of August and May, personal days will only be approved for an emergency.

   b. Vacation

   Generally, Head Start employees who are eligible for vacation should request vacation time two work weeks in advance, and the time off must be approved by their immediate supervisor and the Head Start Director. Each year, an agency
calendar is established indicating holidays, administrative closures, and designated program vacation days and distributed during pre-service training for planning purposes. Vacation time will not be approved on training days.

a. Civil Service

Employees in a permanent or contractual type of appointment earn vacation on the basis of hours for which they are paid (pay status hours exclusive of overtime). The rate of vacation accrual is determined by the employee’s years of service and their employment status (exempt or non-exempt). The maximum amount of vacation employees can accumulate is based on their rate of vacation accrual. Employees should consult the SIU Carbondale Employee Handbook for the rates of vacation accrual.

b. Faculty

Employees with 9-month academic appointments are not eligible for vacation time. The time in the calendar not covered by the contract period of annual service constitutes a vacation period. Employees with a 12-month fiscal year contract accrue vacation at a rate that is determined by years of service.

c. Administrative/Professional Staff

Individuals with fiscal appointments earn vacation based on their years of employment. Employees in term fiscal year appointments must use the vacation benefits during the period of appointment or the benefit will be lost to the employee. Individuals with continuing fiscal year appointments accrue vacation days as outlined in the SIU Carbondale personnel policies/leave section.

2. Sick Leave

When an absence is due to illness or injury, a properly completed absence form should be presented to the department on the day the employee returns to work.

a. Civil Service

Permanent, apprentice, learner, trainee, and provisional employees will earn sick leave pay at the rate of 0.0462 hours for each hour of pay status service (exclusive of overtime). Upon termination of employment for any reason, an employee or an employee's estate is entitled to be paid for one-half of the unused sick leave which was accrued on or after January 1, 1984 and before January 1, 1998 (per I. H of SIU personnel policies https://policies.siu.edu/personnel-policies/chapter6/leavecs.php#sick) and all accrued vacation except as limited by
Illinois statute pertaining to the transfer or reemployment of State of Illinois employees to other state institutions or agencies.

b. Faculty and Administrative/Professional Staff

(See SIU Carbondale Employee Handbook Policies/Procedures-Leaves/Absences)

i. Faculty and administrative/professional staff employees at Southern Illinois University Carbondale with continuing appointments shall be granted both non-accrual and accrual sick-leave benefits. These benefits will be implemented in accordance with administrative guidelines authorized by the Chancellor of Southern Illinois University Carbondale and approved by the President of the Southern Illinois University System.

ii. Non-accrual sick-leave benefits will be granted to all faculty and administrative/professional staff on full-time academic or fiscal-year appointments at the rate of 43 work days per contract year.

iii. Accrual sick leave will be awarded to faculty and administrative/professional staff with continuing appointments at the rate of 7.2 work days per contract year. Term appointment employees, shall be ineligible for accrual sick leave.

iv. Both the non-accrual and accrual sick-leave benefits for eligible part-time faculty and administrative/professional staff will be prorated in accordance with the percentage of time provided in the appointment.

v. Sick leave for all eligible faculty and administrative/professional employees will be used in the following order:
   - Non-accrual sick-leave days for the current fiscal year;
   - Sick-leave days accrued before January 1, 1984
   - Sick-leave days earned and accrued after January 1, 1998
   - Sick-leave days accrued on or after January 1, 1998 but before January 1, 1998
   - Accrued sick leave is transferable within the Southern Illinois University System.

vi. Before sick-leave benefits are made available, the employee's supervisor or the Director of Human Resources may require documentation of an illness from a physician or other administratively acceptable proof.

vii. Employees may use their sick leave for personal illness or injury, for personal medical and dental appointments, for any approved family and medical leave, and for the illness or injury of a member of the immediate family or household. For these purposes, the immediate family is defined as spouse, domestic partner, child, and parent. Household includes anyone maintaining a family relationship living in an employee's home. Pregnancy and related illnesses shall be considered by the University as any other medical condition and will merit leave consideration as such. Up to six weeks of sick leave may be taken for the medical condition resulting from
a normal delivery. Use of additional sick leave necessitated by medical complications requires an order from the employee's physician.

3. Holidays and Administrative Closures

Southern Illinois University Carbondale will be closed, and all employees will be excused (with pay except extra help), except in emergencies and for necessary operations as determined by the approved holiday calendar registrar.siu.edu/calendars/holiday.php

4. Bereavement Leave

Upon request, an eligible employee shall be granted, without loss of pay, bereavement leave of up to three work days. Such leave may be used to attend the funeral or memorial service, for related travel and/or for bereavement time upon the death of a member of the immediate family or household. For these purposes, the immediate family is defined as spouse, domestic partner, child, parent, brother, sister, grandparent, grandchild, and corresponding in-laws, and the immediate family of the domestic partner, as defined above. Household includes anyone maintaining a family relationship living in an employee's home. Bereavement leave beyond this amount may be approved by the employer representative under special circumstances and will be deducted from either vacation leave or sick leave at the employee's choice, provided an accrual balance is available.

One work day shall be granted upon request, without loss of pay, due to the death of a relative outside the immediate family or household or to serve as a pallbearer at a funeral. For these purposes, a relative is defined as aunts, uncles, nieces, nephews, and cousins, and corresponding in-laws. In accordance with the Illinois Child Bereavement Leave Act, an employee who suffers the loss of a child is eligible for up to two (2) weeks bereavement leave. This leave is unpaid unless covered by the employee’s available sick or vacation, or bereavement established by the above policy. A leave of up to six (6) weeks is allowed in the event of the death of more than one child in a twelve (12) month period. Leave must be completed within sixty (60) days of being notified of the death of the child.

5. Other Leaves With or Without Pay

SIU Carbondale employees may be granted leave of absence with pay for purposes which may include: jury duty, to participate as a member of a University-sponsored or recognized activity, for the fulfillment of annual military obligations, to participate in specialized disaster relief services as a certified disaster service volunteer of the American Red Cross.

Any leave of absence for an extended period of time must be coordinated with Human
Resources. The Illinois Department of Central Management Services and the State University Retirement System govern benefit options for employees on leave of absence.

a. Family and Medical Leave

i. Southern Illinois University is committed to full compliance with the Federal Family and Medical Leave Act of 1993 which requires covered employers to grant unpaid family and medical leave benefits to eligible employees.

ii. To be eligible for family and medical leave benefits, an employee must have worked for SIU for at least 12 months or 1 academic year and have worked at least half time during the preceding 12-month period.

iii. Please contact Employee Benefits at 453-6668.

b. School Visitation

When an employee's attendance is required at his/her child's school for conferences or classroom activities and these events can be scheduled only during working hours, he/she will be granted a leave without pay subject to the following conditions:

i. All accrued vacation and personal days must be exhausted before leave without pay will be granted;

ii. A total of up to 8 hours of leave without pay will be granted during any school year, with not more than 4 hours during any given day;

iii. A written request for the leave must be submitted to the supervisor at least 7 days in advance of the school visitation (in cases of emergency no more than 24 hours is required);

iv. The employee must consult with his/her supervisor to schedule the leave so as not to disrupt unduly the operations of the employer;

v. Employees should be provided reasonable opportunity to make up time taken for school visitation unless this would require payment of overtime wages or unless there is no opportunity for productive work.

vi. For more information regarding leaves of absence with or without pay, employees should consult the SIU Carbondale Employee Handbook.

c. Worker’s Compensation

i. Pursuant to state law, SIU Carbondale provides Worker’s Compensation to all employees, including Head Start Staff.
ii. All Worker’s Compensation questions should be directed to the university’s benefits department at 618-536-3369 or hrinfo@siu.edu.

D. Resignation

The information below is per the SIU Carbondale Employee Handbook.

1. Due Notice: An employee planning to leave the University should give notice to the employing department.
   a. Civil Service: 2-week written notice
   b. Faculty and A/P Staff:
      i. Continuing appointment: An official notice of resignation should be processed at least 3 months prior to the effective date of resignation.
      ii. Term appointment: No notice of resignation is required if the employee remains until the end of the contract term. If the appointee wishes to resign early, an official notice of resignation should be processed at least one month prior to the effective date of resignation.

2. Form: The resignation form should contain the following information:
   a. For faculty on a 9-month academic basis:
      i. If the resignation is effective at the end of a semester, the effective date should be shown as "December 31 (year)" [i.e., end of fall semester] or "May 15 (year)," [i.e., end of spring semester whichever is applicable].
      ii. If the resignation is effective other than at the end of the fall or spring semester, the actual date and time should be shown: for example, "Close of Business on (month, day, year)."
      iii. If the faculty member has an appointment for the summer session and is resigning effective as of the end of that session, the effective date should be shown as "August 15 (year)" [i.e., end of summer session].
CHAPTER V
EMPLOYEE DEVELOPMENT

A. Orientation

As soon as possible after the hire of a new employee and prior to the employee's first payroll, the Head Start employee will meet with the appropriate Head Start personnel and/or SIU Carbondale personnel staff to be informed about employment policies and procedures, general information about the SIU Carbondale Head Start program, services and programs available to employees and complete payroll deductions. The employee will receive a copy of the SIU Carbondale Head Start Personnel Policies, information about benefits, and will make appropriate benefit choices.

B. Career Development

The Head Start program will provide its employees with the opportunity for personal professional development and organizational effectiveness through staff development programs. These programs, designed in response to expressed needs and periodic assessments, will be offered as resources permit.

Release time to take required courses, during normal working hours, may be granted on an as-needed basis and dependent upon approval by the Head Start Director.

Efforts will be made to fill open positions in the Head Start program with qualified persons from within, based upon previous job performance evaluations. Transfers from one position to another will be made in the best interest of the Head Start program, the University and the individual. All such transfers and/or promotions must be in accordance with SIU Carbondale's civil service, faculty and administrative/professional staff employment policies.

C. Training

In-Service training and training opportunities available through funding sources will be provided by the SIU Carbondale Head Start program. SIU Carbondale Head Start Center Directors and Child Development Staff must attend at least 20 hours, five of which must be Gateways Registry approved. Head Start regulations require that training for teachers (Lead Teachers) “shall be of high quality, sustained, intensive, and classroom-focused.”

To ensure Lead Teachers meet the 20-hour professional development requirement, the program will provide training opportunities for staff. Staff who do not attend the planned training opportunities will be required to attend pre-approved training/workshops in order to meet the 20-hour training requirement.
Attendance at training conferences and workshops held out of area provides Head Start staff and parents with the opportunities to increase skills and experience necessary for professional growth. The level and quality of staff members work performance will be used by the SIU Carbondale Head Start Director to determine who will participate in out-of-area conferences and workshops.

D. Personnel Files

A personnel file will be maintained on each Head Start employee. This file is a collection of employment-related information maintained by the University for an individual employee. Request for personnel copies, such as DCFS fingerprint background check, transcripts, letters of reference, physicals etc. must be requested three working days in advance. It is recommended that employees make copies of pertinent information prior to submission. Information that may be placed in a personnel file includes, but is not limited to the following:

1. Employment application and status documents and related correspondence.
2. Documents and correspondence which relates to the employee's University benefits.
3. Written evaluations.
4. Any other personnel documents including physical exam which are, have been, or are intended to be used in determining the employee's qualification for employment, promotion, transfer, additional compensation, discharge or other disciplinary action will be included in that employee's personnel file at the appropriate level. Personnel files are maintained at the Employee Records Office, at the Head Start central office and at the employee's respective Head Start center in Jackson and Williamson Counties.

E. Promotions

1. Faculty - Head Start faculty employees are eligible for promotions in accordance with the SIU personnel policy for development and advancement. A faculty member will be evaluated for promotion in any year at his/her request. Academic promotion is given to faculty making continuing contributions, defined in the SIU personnel policy.
2. Civil Service - Head Start civil service employees that qualify for a promotional position must meet the university requirements for that position and go through testing procedures through the SIU Human Resources office.
CHAPTER VI
GENERAL POLICIES

A. Emergency Closures

1. Administrative Closure: In the event of an administrative closure as determined by the Chancellor of SIU Carbondale, Head Start employees will be paid according to the SIU Carbondale policy as described in the handbook. Supervisors will contact Head Start employees and announcements will be made in the media in the event of any Head Start closure.

2. Emergency Closures/Inclement Weather: In the event of dangerous weather conditions or an emergency situation, the Head Start Director will make the decision to cancel or postpone classes. Announcements will be made on radio stations WCIL and WDDD as well as television stations WSIL and KFVS. Families and staff will be contacted through the SchoolMessenger notification system using the contact phone numbers on file.

If a center is closed due to inclement weather, center staff are not required to report to the building on that day or use personal/vacation time. Administrative staff not based in centers are required to report to the administrative office if the university is open or use vacation or personal days.

B. Drug-Free Workplace

1. Head Start employees must adhere to a code of conduct that recognizes that the unlawful manufacture, sale, delivery, unauthorized possession or use of any illicit drug is prohibited on property owned or controlled by the SIU Carbondale Board of Trustees or as part of any University activity.

2. The use, including the sale, delivery, possession and consumption of alcoholic beverages in or on property owned or controlled by the University or as part of any University activity is strictly prohibited except as otherwise provided in the "Regulations Governing Alcoholic Beverages at SIU Carbondale."

3. If an individual associated with the University is apprehended for violation of any drug or alcohol related activity, the Head Start program under direction of the University will cooperate fully with the law enforcement and other agencies in administering a corrective or rehabilitative program for the individual. The SIU Carbondale Head Start program also reserves the right to initiate concurrent disciplinary action up to and including, where appropriate, the termination of the individual's association with the Head Start program. Employees should refer to the SIU Carbondale Employee's Handbook for further guidelines and disciplinary actions regarding a Drug-Free
Workplace.

C. Clean Air Policy

In accordance with the Clean Air Policy smoking is prohibited in all indoor areas of property owned or controlled by the University that includes all SIU Carbondale Head Start facilities. Refer to the SIU Carbondale Employee Handbook for complete regulations regarding this policy.

SIU Carbondale is a smoke-free campus, in compliance with the Illinois Smoke Free Campus Act, effective July 1, 2015.

The university’s policy, which aligns with the requirements of the Illinois Smoke Free Campus Act, prohibits smoking on all campus property, including buildings, grounds, parking lots and university-owned or operated vehicles.

D. Sexual Harassment

Sexual harassment is illegal and runs counter to the objectives of the University and the SIU Carbondale Head Start program. The Head Start program, under the direction of the University, will take whatever action is needed to prevent, stop, correct, or discipline behavior that violates this policy. Disciplinary action may include, but is not limited to, oral or written warnings, demotion, transfer, suspension, or dismissal for cause. Employees should refer to the SIU Carbondale employee handbook for completed information regarding this policy. All staff are required to complete the (Title IX – Compliance Training) annually.

E. Social Media

SIU Head Start staff should be conscious of the impact of engaging in the use of social media especially when it is clear you are a University or Head Start employee. Protecting children’s and families’ privacy is of utmost importance to the program, and every employee signs a confidentiality agreement upon employment and annually at pre-service training. It is critical that Head Start staff members are respectful and appropriate when representing the program on any social media platform.

F. Employee Children on Site

SIU Carbondale Head Start employees may not bring minor children to work during working hours as an alternative to childcare.
G. Travel

1. Local Travel

Head Start agency-owned vehicles shall be used whenever possible. When agency vehicles are available for use, Head Start employees who select to travel in privately owned vehicles may not be reimbursed for mileage.

a. Personal vehicles may be used for Head Start program business when an SIU vehicle is not available or when approved by a supervisor. Payment for use of privately owned vehicles will be made on a mileage basis per the currently approved University rate. Employees who use their private vehicle must certify on the Travel Expense Voucher that they are duly licensed and that they carry the minimum required insurance.

b. The Travel Expense Voucher should be completed and submitted within ten (10) days from the date of travel or by the end of the last working day of each month. Mileage reimbursement will be processed by the University accounting services office and will be provided to the employee approximately one month after submission.

2. Out-of-Area Travel

The Head Start Director must approve out-of-area travel. Out-of-area travel for Head Start program employees includes, but is not limited to, attendance at local, state and national conferences and training sessions. A Travel Expense Voucher must be approved by the fiscal officer to whom the traveler reports and should be submitted within 10 days of the conclusion of travel or at the end of the month.

3. Modes of Transportation

Modes of transportation authorized for travel for Head Start employees are described in the SIU Carbondale employee handbook.

4. Per Diem

The per diem allowance is allowed only when the travel period is overnight or exceeds 18 hours. All Head Start employees are responsible for following the Travel, Modes of Transportation, and Per Diem policies.
5. Meal Allowance

Meal allowances are given when a traveler is not eligible to receive per diem. When traveling fewer than 18 hours, breakfast and dinner may be payable. Refer to SIU travel regulations for details.

6. Guidelines for Staff Travel
For complete travel regulations please refer to accounting services [https://as.siu.edu/_common/documents/travel/travelreg.pdf](https://as.siu.edu/_common/documents/travel/travelreg.pdf)

a. The SIU Carbondale Travel Expense Voucher is used by individuals to claim official, business-related travel expenses for reimbursement. Read the green instruction sheet attached to the voucher as this may prevent a long delay in reimbursement. Most expenses are paid to vendors by Head Start before you leave, including:

   i. Registration. Often this includes continental breakfast, lunch, break refreshments and, sometimes, a banquet on one of the evenings.
   iii. Lodging. Upon checkout, however, carefully review the bill. Make sure all personal charges – room service, movies, phone calls, meals and entertainment, etc. – are paid. Your bill should have a zero balance. Obtain a copy of the billing to turn in with your travel voucher.

b. Some expenses are reimbursed after your return from the conference. These include out-of-pocket payments for:

   i. Shuttle or taxi fares (including a reasonable tip):
      • From airport/train station/bus depot to hotel;
      • From hotel to conference site;
      • From conference site to hotel;
      • From hotel to airport/train station/bus depot.
   ii. Storage and handling of bags ($1 per bag is average tip).
   iii. Mileage, if using your personal vehicle, to and from point of departure, i.e., Head Start, airport, train station, etc. Commuting expenses between your residence and workplace are not reimbursable, unless it is closer than your work location. Neither are fines for parking citations nor penalties for traffic violations.
   iv. Parking fees and tolls.
   v. Per diem, as adjusted for meals provided. Breakfast, lunch and dinner dollar amounts are set separately, and are determined and regulated by SIU Carbondale and the State of Illinois Travel Control Board.
c. **Reimbursement:**

   i. A Head Start administrative staff member will usually make registration, transportation and lodging arrangements.

   ii. To be reimbursed for meals, shuttle or taxi fares, parking and tolls, phone calls, etc., original receipts are required. If, for any reason, a receipt is absolutely unobtainable – a baggage handler might not issue one, for example – the traveler must enter a note of explanation.

   iii. All receipts for reimbursement should be turned in with your Travel Expense Voucher to the Head Start administration office within two (2) working days of your return from the conference.

   iv. Your expense report and receipts will be forwarded to the appropriate departments for processing. Reimbursements are mailed directly to your residence in 3 to 4 weeks, or direct deposited into the account you have on file for SIU payroll . . . if your paperwork is in order. Be sure to report any change of address, and ask your supervisor if you have questions.

F. **Accidents**

1. **Staff Vehicles**

   SIU Carbondale requires specific procedures to be followed regarding staff injuries. If the injury is life threatening, please seek prompt medical care and then proceed with the reporting of your injury. For all other injuries, the following steps are to be followed.

   a. **Procedure:**

      i. Notify your supervisor

      ii. Notice can be given orally or in writing but by law it must include all of the following: date, time, and location. It is also recommended that your notice include a brief description of the accident and the injury sustained.

      iii. Report your accident to the TRISTAR early intervention 24-hour hotline 1-855-495-1554

      iv. Provide your name exactly as it appears on your Social Security Card and your current mailing address.

      v. If you plan to seek medical treatment, please provide to TRISTAR the physician and/or facility information you plan to utilize.

   b. **Medical Treatment**

      i. If you require medical treatment and it is not an emergency, contact your primary care physician. If you have an emergency, go to the nearest hospital ER or prompt care facility. Please inform the facility that you are
being treated for a workers’ compensation injury and to forward information and bills to:

Workers' Compensation and Disability Coordinator
SIU Carbondale Human Resources, Mail code 6520
Woody Hall 1st Floor
Carbondale IL 62901-6520
http://hr.siu.edu/contact-us/employee-benefits.php

SIU Carbondale employees may utilize the Student Health Programs facility for non-urgent treatment. It is recommended that you keep in mind the guidelines of your group insurance carrier when receiving medical treatment. If CMS determines that your claim is not compensable, you can then submit the medical claims to your group insurance provider.

ii. The injured employee or the employee’s supervisor should report the injury to the workers’ compensation coordinator at 618-453-6690.

iii. If you receive medical treatment, a workers' compensation claim packet will be mailed to the address that was provided to TRISTAR.

iv. All claim forms should be completed in a timely manner. Without the completed packet, CMS cannot determine compensability of the claim. If your doctor places you off duty or on any form of restricted duty, you will need to provide a written work status slip from the doctor. The work status slip or off duty slip must be signed by the doctor. If you do not require medical attention, your claim will be classified as an ‘incident only’ and you will not receive a claim packet.

v. If medical treatment is necessary later, you must contact TRISTAR and the campus Workers' Compensation Coordinator to reopen your claim.

vi. Failure to follow these procedures may affect the employee’s right to compensation for time lost or reimbursement for expenses incurred.

vii. If your doctor advises that you may perform your job duties, it is imperative that you contact the Human Resources office immediately.

viii. If CMS determines that your claim is not compensable, you may need to submit the claims to your health insurance provider. That is why you should work through your primary care physician and obtain any referrals or pre-certifications required by your plan.

ix. The employee and supervisor complete (a/the?) University Injury Report and submit to the administrative office. Administrative office files in the personnel and injury file, but no longer submits the report to worker’s compensation office at Human Resources.
2. University-Owned Vehicles

A staff person involved in an accident while driving a University-owned vehicle must notify his/her immediate supervisor within 48 hours. SIU Carbondale has specific requirements that must be followed regarding vehicle accidents.

a. Procedure:

i. Notify police and request medical attention if necessary. Make no comment or statement regarding the accident except to the police. The vehicle registration and insurance information are located in an envelope in all agency vehicles.

ii. Phone SIU Carbondale Travel Service (618) 453-3357 if you need assistance with the vehicle. If no answer, call Facilities Operations Center (618) 453-8172.

iii. Personally present the completed "Vehicle Driver Report of Accident" form to SIU Carbondale Travel Service, 225 Travel Service Drive. Ask for the Auto Liability Coordinator. (If you are unable to submit the form to SIU Carbondale Travel Service, notify your supervisor).

iv. Bring all documents received at the scene of the accident to Travel Service for completion. (Make sure that you get a copy of the forms from the Auto Liability Coordinator). Documents may include Illinois Motorist Report or Illinois Traffic Crash Report, any citations or tickets issued and pictures taken at the scene (if possible).

v. Failure to report any accident could result in personal financial consequences to you. If a driver fails to report any accident in a timely manner, he or she may forfeit liability coverage and disciplinary action taken.

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